**Assignment Information Sheet**

**Subject:** Stage 1 Personal Learning Plan

**Task Title: Personal Action Plan**

**Teacher:**

**Assessment Conditions**

**Text type:** Booklet + Summary

**Draft due date:**

**Final due date:**

**Assessment length:** Booklet completed + Summary

**Submission details:** To be submitted in hard copy (written), or electronically by final due date.

**Purpose**

This provides you with the opportunity to plan your future personal and learning goals. You will identify personal and learning goals and identify people with whom you can, or have, interacted with to refine and achieve these goals. You will also develop strategies that will allow you to successfully complete the goals that you have set for yourself. This assessment puts it all ‘into place’.

**Description**

**Your task is to develop a suite of work that includes:**

* **Any topical formative worksheets or tasks completed before this task (discuss with your teacher to determine what needs to be submitted).**
* **An Action Plan booklet.**
* **A summary of the booklet. Format of this part is up to you but a written summary (approximately 1 typed page) is recommended.**
* **Any information that will help explain your Action Plan statement, such as brochures, booklets, leaflets etc.**

**Process**

Follow the process below to complete the Personal Action Plan

|  |  |
| --- | --- |
| Process/Checklist | Done? |
| Identified at least 1 personal goal. (DP1) |  |
| Identified at least 1 learning goal. (DP1) |  |
| Developed at least 1 strategy for each personal and learning goal. |  |
| Written and discussed the PLP capabilities. (UC1) |  |
| Discussed why the capabilities are relevant to you achieving your goals and why they will be effective. |  |
| Identified a minimum of 3 people with whom you can interact to help achieve your goals (DP2) |  |
| Have you examined each goal in detail? Including how you will interact with the people you have identified. (DP1 & DP2) |  |
| Discussed how you have developed the selected capabilities to help you achieve your goals. (DP3) |  |
| Have you completed your Personal Action Plan summary? |  |

|  |  |
| --- | --- |
| **Literacy notes** | **Curriculum notes** |
| This assignment requires you to interact with, both, reading and writing. Your skills in skimming and scanning will be useful here, as you sift through a large quantity of information regarding your possible career and personal goals. You will then hand-write these notes into the Action Plan booklet and then type up a synthesis of this into your Action Plan statementTo improve your writing in this context, continue to:* **Write the 1st person, formal English, avoiding contractions and slang where possible.**
* **Take hand-written notes with care so that the assessor and you can review them.**
* **Organise relevant supporting information (such as leaflets) neatly and in order of discussion.**
* **Drafting and proofing your work.**
 | Your Project will be assessed against certain aspects of the SACE Stage 1 Personal Learning Plan Performance Standards. These include:**DP1 –** **Identifying and exploring personal and learning goals and developing strategies to achieve them.****DP2 –** **Interacting with others in developing and refining goals.****DP3 –****Developing capabilities relevant to achieving personal and learning goals.** |

**Assignment Assessment Sheet**

**Subject:** Stage 1 Personal Learning Plan

**Topic:**  *Researching future education and careers*

**Task Title: Action Plan**

**Teacher:**

**SACE Stage 1 Personal Learning Plan Performance Standards:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DP1 – Identifying and exploring personal and learning goals and developing strategies to achieve them.** | **DP2 - Interacting with others in developing and refining goals.** | **DP3 - Developing capabilities relevant to achieving personal and learning goals.** |
| **A** | Clearly identifies personal and learning goals and purposefully explores them in detail. Develops a range of strategies to achieve them. | Interacts purposefully with others, in developing and refining strategies. | Effectively develops the selected capability or capabilities relevant to achieving his or her goals, in well-planned, insightful, and/or creative ways. |
| **B** | Identifies personal and learning goals and explores them in some detail. Develops some effective strategies to achieve them. | Generally interacts effectively with others, in developing and refining strategies. | Develops the selected capability or capabilities relevant to achieving his or her goals, in a way that is mostly effective, and generally organised or creative. |
| **C** | Identifies personal and learning goals and explores some aspects of these goals. Develops at least one effective strategy to achieve them. | Interacts with others, in developing and making some refinement to strategies. | Develops the selected capability or capabilities relevant to achieving his or her goals, in a way that has some effectiveness, and some organisation or creativity. |
| **D** | Identifies one or more personal or learning goals and locates some information that may be relevant to the goal(s). Describes aspects of a possible strategy that may help to achieve them. | Interacts with others with limited effectiveness, to talk about possible strategies | Develops an aspect of the selected capability or capabilities, with partial effectiveness. The relevance to the goal(s) may not be clear. |
| **E** | Identifies a personal or learning goal without any realistic strategies to achieve it. Attempts to locate information that may be relevant to the goal. | Gives limited responses to questions from others about possible strategies. | Attempts to develop an aspect of the selected capability or capabilities, with limited effectiveness or relevance to the goal. |

**Draft submitted? Yes / No Word count achieved? Yes / No**

**Teacher Comments:**

**Overall Grade Achieved:**